

TO ENFORCE A COURT ORDER FOR

1

PARENTING TIME (VISITATION)

FORMS & INSTRUCTIONS

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Packet Last Revised November 2006
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SELF-SERVICE CENTER

TO ENFORCE A COURT ORDER FOR PARENTING TIME OR VISITATION

Forms and Instructions

This packet contains the forms and instructions for enforcing an Order for Parenting Time or if for non-parents, "visitation". The documents should appear in order as listed below. The items listed in **BOLD** are forms you will need to fill out and submit to the Court. Do not copy or file the instructions and other non-bold items.

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SELF-SERVICE CENTER
PETITION AND PAPERS
TO ENFORCE A COURT ORDER FOR
PARENTING TIME OR VISITATION

CHECKLIST

You may use this packet if . . .

- ✓ You are a parent and have a Court Order from Maricopa County for parenting time, **OR**
- ✓ You are not one of the parents and you (grandparent or other non-parent) have a Court Order from Maricopa County for "visitation", **AND**
- ✓ The other party has failed to comply with the court order for parenting time or visitation,

DO NOT USE THESE FORMS IF:

- ✗ Your Order is from a court outside this county (unless a lawyer has advised you to).
- ✗ You want to *change* your existing Order.*

*If you want to change your Order, you will need to file for a *modification*.

WARNING: If the order you want to enforce is not from this county, ask a lawyer about the requirements to file your Petition (Request) with this Court.

READ ME: Consulting a lawyer before you file any documents may help prevent undesired and unexpected results. The Self-Service Center has a list of lawyers who can offer legal advice and who can assist you on a task-by-task basis for a fee, and a list of court-approved mediators as well. You may view the lists at the Self-Service Center or on the Internet at:
<http://www.superiorcourt.maricopa.gov/ssc/provider/lawyers.asp>.

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INSTRUCTIONS: HOW TO COMPLETE THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME OR VISITATION

TYPE OR PRINT CLEARLY. USE BLACK INK ONLY.

Match the numbered instructions to the numbers on the “*Petition to Enforce.*”

- (1) Fill in the name, address, and phone number of the person requesting enforcement. If filed by an attorney, the attorney must also list his or her name and State Bar Number.
- (2) Fill in the name of the persons shown as “Petitioner” and “Respondent” on the case where the order you are trying to enforce was issued. If there is a grandparent or someone other than the parents who has “intervened” (filed papers and become a party to the case), then also fill in that person’s name as “Intervenor”.
- (3) Fill in the case number that was assigned for the case where the order you are trying to enforce was issued.
- (4) Fill in the ATLAS number (if known) that applies to this case.

INSTRUCTIONS

- (5) Date(s) of the order(s) you want to have enforced.
- (6) Name of the judicial officer(s) who signed your order(s).
- (7) The ***exact wording of the Order***. If you do not have a copy of your order, you may get a copy from the Clerk of the Court at any of the following locations:

Court Customer Service Center
601 West Jackson (basement level)
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

- (8) Name of the party whom you claim has not complied with the order(s).
- (9) Write a **brief** summary describing how the other party failed to comply with the court order.

REQUESTS TO THE COURT

There is nothing for you to fill out in this section. The Court may consider these or other actions appropriate for your situation.

OATH OR AFFIRMATION

Do *not* sign and date the ***Petition*** until you are directed to do so by a Clerk of the Superior Court or a Notary Public. Your notarized signature states to the Court that the information you have provided is true and correct to the best of your knowledge, under penalty of law.

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION

After you have completed the **Petition**, go to the "Procedures" page at the end of this packet and follow the steps listed there concerning number of copies, filing fees, etc.

NOTICE TO THE PERSON FILING THIS PETITION: After this petition is filed with the Clerk of the Court you must get an **Order to Appear** from the **Family Court Conference Center** (formerly "Expedited Services"). The **Order to Appear** will tell you what information you need to bring to court and the date and time of your conference and hearing. The person who filed the petition must arrange delivery of the **Petition** and the **Order to Appear** to the other person.

Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an **Acceptance of Service**, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court.

(1) Person Filing: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Phone Number(s): _____ / _____
 In this case I am ☐ Petitioner ☐ Respondent and ☐ I am represented by Lawyer
 (IF) Lawyer, Name: _____ Bar No.: _____
 Atty. Email: _____ Atty. Phone: _____

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

_____ (2) Petitioner	Case Number _____ (3) ATLAS No. _____ (4)
_____ (2) Respondent	PETITION TO ENFORCE PARENTING TIME OR VISITATION (Expedited Process)
_____ (2) Intervenor	

On this date (5) _____, the Honorable (6) _____, a Judicial Officer of the Superior Court of Arizona, signed an Order establishing the following schedule for parenting time or visitation: (7) _____

The other party, (8) _____, failed to comply with the parenting time order in the following manner: (9) _____

I request that the court consider any or all of the following action(s):

- Compel compliance with the parenting time order.
- Find the other party in civil contempt of court and order sanctions, which may include, but are not limited to, incarceration.
- Order either or both parties to mediation, counseling, or supervised parenting time pursuant to A.R.S. §25-410.
- Issue a civil arrest warrant or enter an order for the requested relief should the other party fail to appear at the conference.
- Enter an order for other relief as deemed just and proper by the court.

Case No. _____

OATH OR AFFIRMATION for PETITION TO ENFORCE SUPPORT ORDER

I state to the Court under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Signature

Date

Affirmed before me this date:

Seal/My Commission Expires

Deputy Clerk or Notary Public

IMPORTANT INFORMATION

After this petition is filed with the Clerk of the Court you must get an Order to Appear from the Family Court Conference Center (formerly "Expedited Services"). The Order to Appear will tell you what information you need to bring to court and the date and time of your conference and hearing. The person who filed the petition must arrange delivery of the petition and the **Order to Appear** to the other person.

Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an **Acceptance of Service**, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court.

The conference and hearing may last two hours and additional conferences or hearings may be scheduled if needed. Conferences are for the Petitioner and the Respondent. Attorneys are invited to attend and participate in the conference. Spouses, children, family members, significant others, and friends will **not** be allowed in the conference.

DO NOT BRING CHILDREN.

They will not be allowed in the conference or hearing and may NOT be left unattended.

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PROCEDURES: WHAT TO DO AFTER COMPLETING THE PETITION TO ENFORCE A COURT ORDER FOR PARENTING TIME or VISITATION

STEP 1. MAKE 3 COPIES (or 4, if needed*) of the “*Petition to Enforce*”

- *The original will be filed with the Clerk of the Court.*
- *Copy 1 is for the Family Court Conference Center.*
- *Copy 2 is for the Other Parent.*
- *Copy 3 is for you to keep for your records.*

* *Copy 4 is needed only if there is a 3rd Party such as a grandparent or other person who has **intervened** (filed papers and become a party to the case), and you, the Intervener, are filing this *Petition*. If this is the case, you will need Copy 4 in order to serve a copy on BOTH Parents.*

STEP 2. FILE THE PAPERS AT THE COURT:

GO TO THE CLERK OF THE COURT’S FILING COUNTER: Hand over the originals and all three sets of copies to the Clerk at the filing counter **and pay the filing fee**. The Clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the Court, **and return the stamped copies to you**. These stamped sets of copies are now called “conformed” copies.

You may file your papers at any of the following Superior Court locations from 8am to 5pm, Monday through Friday:

Central Court Building

201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northeast Court Complex

18380 North 40th Street
Phoenix, Arizona 85032

FEES: The filing fee is **\$61.00**. If you have not previously “*appeared*” in this case, that is you are not the petitioner and you have not previously paid a filing fee in this case, you will **also** have to pay an “**Appearance Fee**”. The Clerk will inform you of the exact amount due. Cash, checks, money orders, VISA and MasterCard are accepted. If paying by check or money order, make payable to “Clerk of the Superior Court”. If you cannot afford the filing fees, you may apply for a **fee deferral** (to pay later). **Fee Deferral Applications** are available for free at the filing counter or from the Self-Service Center, or from the Internet at: http://www.superiorcourt.maricopa.gov/ssc/forms/defer_gnf.asp

STEP 3. GO TO “FAMILY COURT CONFERENCE CENTER” (formerly “Expedited Services”)

Central Court Building

201 West Jefferson, 3rd floor
Phoenix, Arizona 85003

Northwest Court Complex

14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex

222 East Javelina Drive, Suite 1300
Mesa, Arizona 85210

Northeast Court Complex

Family Court Administration
18380 North 40th Street
Phoenix, Arizona 85032

**DELIVER COPY 2 (already stamped by the Clerk) TO THE
FAMILY COURT CONFERENCE CENTER and
PICK UP AN "ORDER TO APPEAR".**

Family Court Conference Center will schedule a conference and hearing. You and the other party will meet with a conference officer to talk about the case to try to reach agreement on as many issues as possible. For those matters on which you are unable to reach full agreement, a hearing will be held just after your conference to decide the case.

THE DATE, TIME, AND LOCATION OF THE CONFERENCE/HEARING WILL BE LISTED ON THE "ORDER TO APPEAR."

PARENT FILING - Make enough copies of the *Order to Appear* to:

- Serve **Copy 2** of the *Petition* and a copy of the *Order to Appear* on the other parent.
- Keep **Copy 3** of the *Petition* and a copy of the *Order to Appear* for your records.
- Serve **Copy 4** of the *Petition* and a copy of the *Order to Appear* on the BOTH parents – *if you are a grandparent or other 3rd Party Intervener.*

STEP 4. SERVE THE PAPERS ON THE OTHER PARTY. Delivery may be by licensed process server, law enforcement officer, or by return receipt mail or commercial delivery service (such as FedEx, DHL, or UPS) where you can obtain a copy of the other party's signature of receipt to file with the Court. You may **only** hand-deliver or otherwise send without proof of delivery if the other person will sign an **Acceptance of Service**, in front of a Notary Public or a Clerk of the Superior Court, and will return that form for you to file with the Court."

The Self-Service Center's "SERVICE" packet contains the **Acceptance** form and other information on how to deliver ('serve") court papers as required by law. The packet may be purchased from the Self-Service Center or downloaded from the Internet for free at www.superiorcourt.maricopa.gov/ssc/forms/fc_group_20.asp.

STEP 5. GO TO THE COURT CONFERENCE/HEARING. If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing.

- **Be on time.**
- **Dress neatly.**
- **Do not bring children to court.**